Rice University
THEA 331– Theatre Production
Section 002
Fall 2018

Emily Wells (Director)
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TEXT: ***PICASSO AT THE LAPIN AGILE by Steve Martin (purchase at Bookstore)***
OTHER REQUIREMENTS: Personal Make-up Kit, $20 to Costume Designer

SUPPLEMENTAL READINGS:
Backwards and Forwards **by David Ball**
An Actor Prepares **by Constantin Stanislavsky**
Respect for Acting **by Uta Hagen**
Theatrical Design and Production **by J. Michael Gillette**
The Costume Technician's Handbook: Third Edition by Rosemary Ingham and Liz Covey

Course Objective:

The objective of the course is to develop an understanding of the live theatrical event through a hands-on practical experience in a fully realized Theatre Program production in either the fall or spring semester under the guidance of the Director of the show, Costume Shop Manager and the Production Manager of the Theatre Program. Students will:

- Deepen collaborative and creative thinking and performance skills by participating as part of an ensemble of actors, creative team and production team members.

- Have a working vocabulary of practical theatre terms for rehearsal and performance.

- Knowledge of Stage etiquette and the responsibilities and expectations of practitioners in the professional theatre.

Methods:

The collaborative nature of theatre requires a significant commitment over a 6 to 8 week period from each member of the production company. Company members include the Director, the designers of the creative team, the stage management team, and the technical support team under the supervision of the Production Manager. Each member of the company will have responsibilities and

assignments that include reading, analysis, writing, and hands on application and which vary depending on the student's particular role within the production. Specific responsibilities and assignments will be developed in consultation with the instructors. Admission to this course requires the permission of one or both of the instructors. Actors must audition to be considered for acceptance into the course. Designers must present a portfolio of work to be considered for acceptance into the course. Stage Managers and Assistant Stage Managers must schedule an interview with Director and Production Manager to be considered for acceptance into the course. Technical support must schedule an interview with the Production Manager and/or Costume Shop Manager to be considered for acceptance into this course. Unless otherwise announced all auditions and interviews will be scheduled within the first two weeks of the semester. Enrollment in the course is limited to the roles/positions required for the production.

Course Requirements:

Attendance:

- All students will attend the 1st read-through
  This is scheduled for January 9th, 7:00PM– 10:00PM.

- Regular rehearsals/performances as scheduled for particular role or position
  In general Stage Management and all actors should expect to be available Monday-Friday from 7:00PM – 10:00PM, beginning January 14th, 2019.

- Production meetings as scheduled for creative team, stage management team, and technical support team
  Currently scheduled for Mondays from 6:00PM – 7:00pm.

- Design meetings for Designers, Assistant Designers, and Properties Master as scheduled with Director, Costume Shop Manager and/or Production Manager for creative team before the 1st week of rehearsals and in sufficient time to complete designs, paperwork, drawings, etc. before the first week of rehearsal. Designers and Assistant Designer are not required to attend all rehearsals. Please see Costume Shop Manager and Production Manager to determine your individual schedule.

- Technical training sessions will be as scheduled with Production Manager and/or Costume Shop Manager for technical support team including running crew, wardrobe, lighting crew, and scenic crew. Technical Support students are not required to attend all rehearsals. Please see Costume Shop Manager and Production Manager to determine your individual schedule.

- Technical Rehearsals as scheduled as indicated on Production Calendar for crew, stage management, actors, designers, and assistants.
  Technical Rehearsals are currently scheduled from Feb. 13, 7-10, Crew View, Feb. 14, 15th, 7-10 and 10:00 am – 10:00 pm, Feb. 16th. Actors will be called at 1:00 pm Feb. 16 – 10pm. Sunday, Feb. 17, 6:30-10:30pm.

- Dress Rehearsals as scheduled 6:00PM – 11:00PM or as indicated on Production Calendar for crew, stage management, actors, designers, and assistants. Call-times to be set by Director and stage manager.

Dress Rehearsals are currently scheduled for February 19th and 20th, Preview February 21.

J Performances and Strike – Cast is called at 7:00PM (or as determined by stage manager) until the completion of show duties on February 22 and 24, and February 28-March 2 (8:00PM curtain). Cast is called at 2:00PM, (or as determined by stage manager) until the completion of show duties on February 24 (3:00PM curtain). ACTORS will have a pick-up rehearsal February 27th at 7pm. ALL called for Strike, March 3rd, time TBD..

Responsibilities and Assignments:

Each student will complete assignments and have responsibilities according to particular production role (actor, designer, assistant, technical crew etc.) Please make an appointment with Christina Keefe (for actors) to determine individual assignments.

All students will keep a notebook that includes:

1) Play text (with blocking written in for actors) and supplemental readings
2) Character Bio (for actors)
3) Rehearsal Schedule
4) Rehearsal Reports (Stage Managers, Designers)
5) Meeting Notes (Production Team)
6) Contact Sheet with phone numbers (If due to circumstances beyond the student's control she/he foresees being late, Stage Management MUST be notified via cell phone BEFORE rehearsal. No exceptions!)

Written Assignments:

Actors will complete a Script Analysis and Character Biography and Designers will complete a Script Analysis and scene breakdown.

Instructions for this will be given during the 1st week of rehearsals for Actors and by meeting with the Design team.

Other Assignments:

Visiting museums, research of time period, music, architecture, fashion. Designers, Assistant Stage Managers, and Technical Support written assignments vary by department; please make an appointment with the Director, Costume Shop Manager and/or Production Manager to determine appropriate assignments.

Course Credit:

Class hours/Semester Hour guidelines	
Semester Hours	**Class hours/ Preparation hours**
1	45

2	90
3	135
4	180
5	225
6	270

Students with Disabilities
Any student with a documented disability needing academic adjustments or accommodations is requested to speak with me during the first two weeks of class. All discussions will remain confidential. Students with disabilities should also contact Disability Support Services in the Allen Center.

Grading Criteria:

A+ - Missed no scheduled meetings, rehearsals, or performance unless approved by director for medical or family emergencies. In the event of an emergency student must notify stage management as soon as possible.
- Arrived on time if not early for all scheduled meetings or rehearsals
- Fully completed all required assignments and submitted by due date as agreed
- Exemplary job performance

A - Missed 1 meeting or rehearsal for a non-emergency but important reason that was not previously agreed to in the schedule conflicts portion of the actor/designer/stage management contract. Student must notify Stage Management team immediately after finding out about conflict and must make every attempt to reschedule. (e.g. scheduled test that could not be scheduled for another time)
- Arrived on time if not early for all scheduled meetings or rehearsals
- Always prepared for meeting or rehearsal
- Fully completed all required assignments and submitted by due date as agreed.
- Good job performance.

B - Missed 1 meeting or rehearsal for a non-emergency and did not inform stage management until after the scheduled time,
- Missed no performances
- Arrived late for 1 meeting, rehearsal, or show call
- Usually prepared for meeting or rehearsal
- Missing 'some' portions of assignments but submitted assignments by due date
- Acceptable job performance.

C - Missed 2 meetings or rehearsals for a non-emergency and did not inform stage management until after the scheduled time,
- Occasionally unprepared for meeting or rehearsal
- Missed no performances
- Arrived late for 2 meetings, rehearsals, or show calls

- Missing significant portions of assignments or submitted 2 or more assignments late though before the last possible date assignment will be accepted as indicated in assignment
- Satisfactory job performance.

D - Missed more than 2 meetings or rehearsals for a non-emergency and did not inform stage management until after the scheduled time
- Missed no performances
- Consistently unprepared for meeting or rehearsal
- Arrived late for 2 meetings, rehearsals, or show calls
- Missing assignments or submitted 3 or more assignments late though before the last possible date assignment will be accepted as indicated in assignment
- Unsatisfactory job performance.

F -Student was dismissed from position or role based on poor job performance deemed unacceptable and detrimental to the rest of the collaborative team. Dismissal is determined after consultation between director/instructor, production stage manager, and student. The decision to dismiss student will be made by the Director and/or Stage Manager whose decision will be final and irreversible.